Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Application User's Guide

Fall 2007

Questions?
e-mail: CEPI@michigan.gov
Contact: 517-335-0505

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Introduction

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report Application. Along with this document, please read the Data Field Descriptions and any addenda posted to the Nonpublic School Personnel Report Web page at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" link located under Quick Links on the right navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field to be submitted, instructions for using the data entry system and for creating reports of the data submitted.

General Information

What information is entered into the Nonpublic School Personnel Report?

The Nonpublic School Personnel Report is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted via the Internet once each year in the fall. Data are entered and edited online.

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

When is the Nonpublic School Personnel Report due?

The application is open from September 4 through December 3, 2007. The deadline for data submission is December 3, 2007.

Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems with your MEIS account or password while you are using the Nonpublic School Personnel Report Application on the MEIS system, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

Nonpublic School Personnel Report Content Information and Resource Materials

For detailed information about the Nonpublic School Personnel Report, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the heading Quick Links. This link will provide information about the submission of the Nonpublic School Personnel Report, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement.
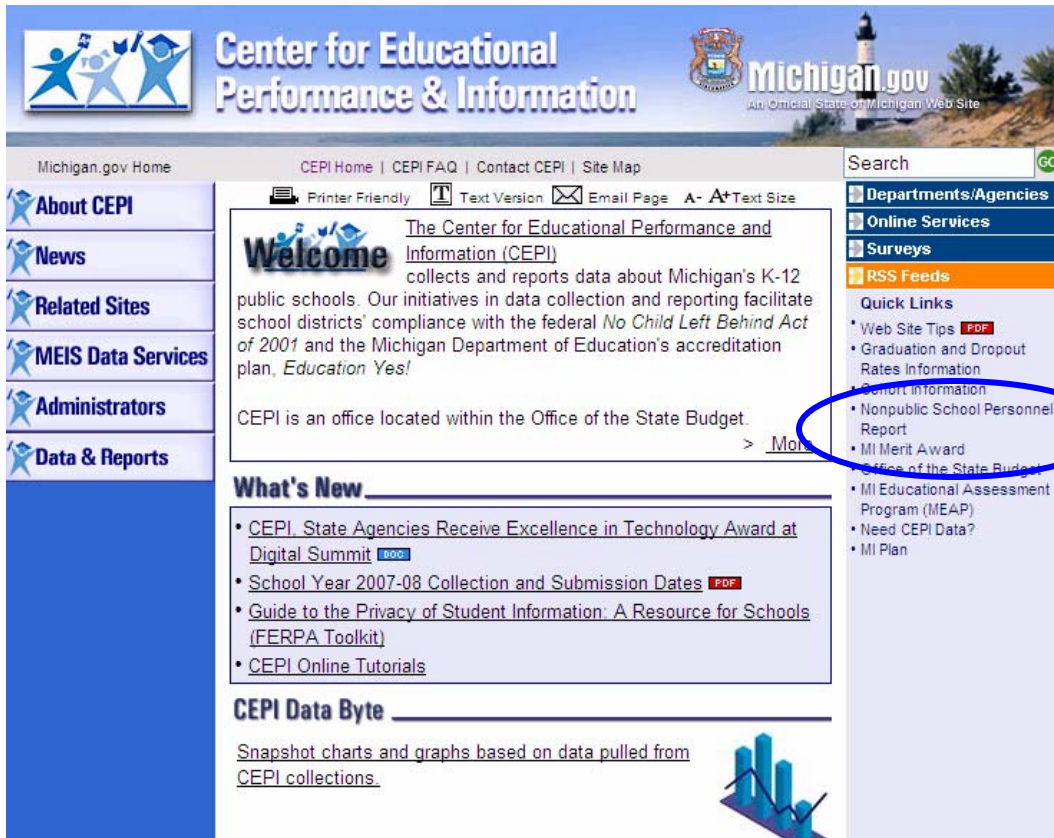
For questions regarding report content, please e-mail CEPI@michigan.gov or call the CEPI Customer Support Team at 517-335-0505. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Nonpublic School Personnel Report Data Field Descriptions

The Nonpublic School Personnel Report Data Field Descriptions document is posted on the CEPI Web site at www.michigan.gov/CEPI. Click on the "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links (illustrated above). The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading "Nonpublic School Personnel Report Data Manual" at this site.
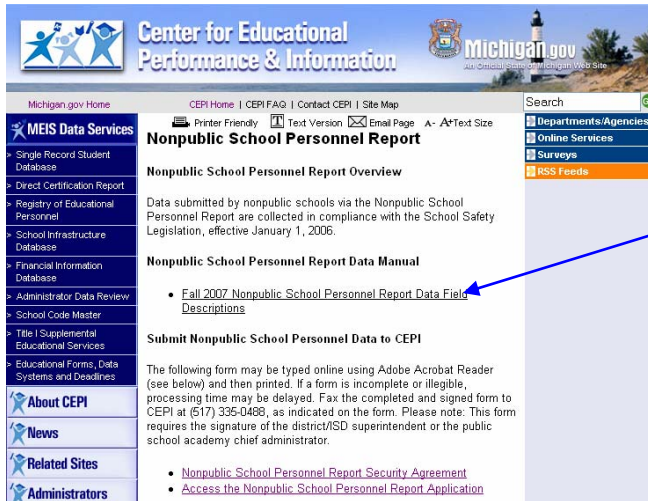
Be sure to print the Fall 2007 Data Field Descriptions and any Addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.

Application Startup and Security

Authorized User – Your MEIS Account

The Nonpublic School Personnel Report Application is available to individuals who first obtain an MEIS Account (MEIS Account number, user name and password) and then receive authorization via a security agreement application for the Nonpublic School Personnel Report Application. If you do not have an MEIS account, go to the MEIS Web site at https://www.cepi.state.mi.us/MEISpublic/ (screen below). You may use the same MEIS account number for all MEIS applications, but a separate security agreement is required for each application you are authorized to access.

All questions concerning your MEIS account number and/or password should be directed to CEPI Customer Support at 517-335-0505 or CEPI@michigan.gov.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at: https://www.cepi.state.mi.us/MEISpublic/. Follow the directions on this page to obtain your MEIS Account (MEIS Account number, user name and password) or to update your MEIS Account information.

The following screen will appear:

Security Agreement

After you have established your MEIS account, download the Nonpublic School Personnel Report Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "Nonpublic School Personnel Report" located under the Quick Links on right navigation bar. The Security Agreement is located in the box titled, **Submit Nonpublic School Report Data to CEPI**. Follow the directions on the security form, and once you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed by the CEPI Customer Support Team, you will receive an e-mail notification that you have access to the application. Once you have security access to the application, you are ready to begin.
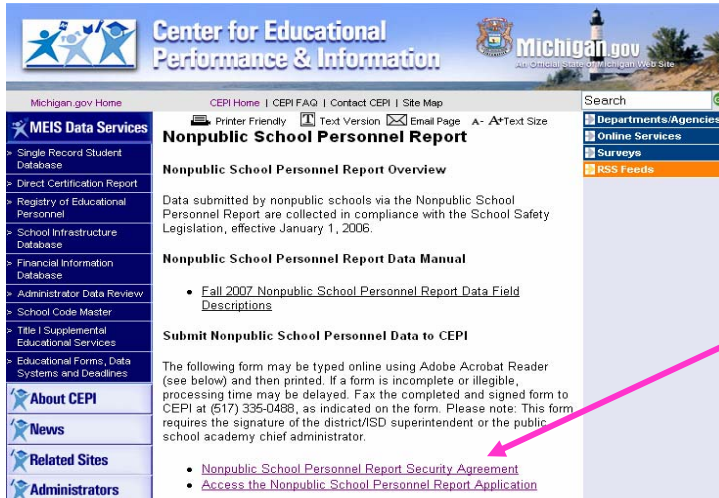
Click here on the Web site to obtain a copy of the Nonpublic School Personnel Report Application Security Agreement.

Nonpublic School Personnel Report Application

Accessing the Nonpublic School Personnel Report Application

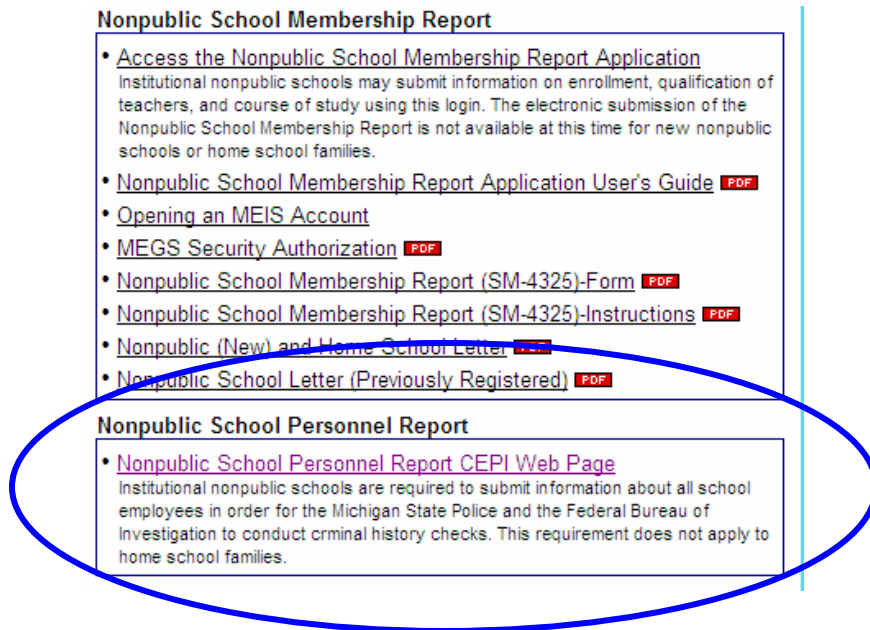The Nonpublic School Personnel Report Application may be accessed through two Web sites:

1) Click on the "Nonpublic School Personnel Report Application" under the heading Submit Nonpublic School Personnel Report Data to CEPI.

Click here on the CEPI Web site to access the Nonpublic School Personnel Report Application.

2) The Nonpublic School Personnel Report Application is also available via the Michigan Department of Education's Nonpublic School Home Page under the heading Nonpublic School Personnel Report at: http://www.michigan.gov/npshs.

MEIS Login Screen

When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login User Name**.
3. **Press** the **Tab** key to go to the **Password box or put your cursor** in the **Password box.**
4. **Type** your **Password**.
5. **Click** on the **Login** button.

If you need assistance, please contact CEPI Customer Support at 517-335-0505, or via e-mail at CEPI@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.

If your connection has been inactive for 20 minutes, your access authorization ends and this message will appear on the MEIS Login page. You will be required to enter your login user name and password.

Access Denied

Access Denied?
If you have entered your MEIS login name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

Online Customer Support Materials

Need help with your password? Click here.

For direct access to customer support materials, click on a link.

Nonpublic School Personnel Report Application Menu Options

Once you log in, the following Nonpublic School Personnel Report Application Welcome screen will appear. To access an option, click on it.

Data Submission

Updating Previously Submitted Records from Fall 2006

Fall 2006 was the initial submission period for school personnel for the nonpublic schools in Michigan. During the Fall 2007 NPSPR Data Submission cycle all previously submitted personnel records must be updated. There are two methods for updating staff members' records reported during the Fall 2006 submission cycle.

Updating an individual record

Click on the Personnel Identification Code (PIC) number button of the personnel record under the PIC column. (Illustrated below) The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee". (More information about updating an individual record or adding new personnel begins on page 13.)

Updating multiple records at one time

Place a check in the checkbox in the first column next to the employee's record. After selecting the appropriate records, click the "Update Selected Personnel" button that appears on the top of the employee list.

After using one of those methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✔) next to that record.

After clicking on "Update Selected Personnel", the red "Xs" will change to green checks, indicating that the records were updated for the current submission cycle.

Single Submission Form/Submitting New Personnel Records

For the submission of a single record, click on "Online Single Submission Form" on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the Nonpublic School Personnel Report Data Field Descriptions for each field submitted for complete information regarding the required data elements. The Nonpublic School Personnel Report Data Field Descriptions provide detailed information about each field in the application.

Data Submission
To submit and update personnel data, select from the following functions:
- Online Single Submission Form
- Personnel Submitted

Click here.

After you click on "Online Single Submission Form," the following screen will appear:

Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report Single Submission

New Personnel Record
To enter a new employee record, please enter the Social Security number.

Personnel
Please enter the Social Security number of the employee. Click the GO button and the data entry form will appear.

SSN(xxxyyzzzz):

Go

Existing Personnel Record
To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted and click the Personnel Identification Code (PIC) button to the left of the employee's name to view the record.

Nonpublic School Personnel Report Main Menu

Enter New Employee

Personnel
Enter the Social Security number in the box provided. After data are entered, click on "Go" in the appropriate box to advance to the next screen.

Edit Record

To edit a record previously submitted, click on **Personnel Submitted**, and then click on the PIC when the screen appears.

After clicking on "Go", the following submission screen will appear:

The following sections provide specific detail about each field of data required.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

Fields 1 and 2 and the district code will be automatically populated when this screen appears.

Note: Field 1: Date of Count and Field 2: School/Facility are prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number.

Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For 2007, the date of count is 12/03/2007 and is prepopulated in the application.

Field 2: School/Facility Number

This is the operating number for the school/facility. This code is the state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This field is required for all personnel. This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 4: First Name

This field is required for all personnel. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 5: Middle Name

This field is submitted for all personnel when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all personnel. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; i.e., 333-22-4444 is entered as 333224444.

Programming edits: This field must be reported, or a fatal error will be reported.

Field 7: Date of Birth

This field must be reported for all personnel. This is the date of birth of the staff member employed in the school.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Measurement Data Fields 8, 9, and 10

Measurement Data		
(8) Gender	(9) Racial/Ethnic Category	
	American Indian or Alaska Native:	0
	Asian American:	0
	Black or African American:	0
(10) Date of Termination (mm/dd/yyyy):	Native Hawaiian or Other Pacific Islander:	0
☐ / ☐ / ☐	White:	0
	Hispanic or Latino:	0

Field 8: Gender Code

This field applies to all personnel. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" male.

Programming edits: If the code is invalid or blank, a fatal error will be reported.

Field 9: Racial/Ethnic Code <u>Optional Field</u>

<u>This field is optional for all personnel</u>. This is the race/ethnicity of the staff member employed by the school. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid ~~or blank~~, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

This field applies to all personnel. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field.   When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report within the Nonpublic School Personnel Report prior to the 2008 data submission.

Personnel Identification Code (PIC)

Field 11: Personnel Identification Code (PIC)

The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit NPSPR Data for this Employee."   The data will then be error-checked and either:

1) Saved as a valid record; _OR_
2) Reported with an error message(s).

Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:

You may either click on <u>View your Personnel Submitted</u> to view a listing of all of your school's personnel previously submitted, click on <u>Click here to add a new record</u>, or click on <u>Nonpublic Personnel Main Menu</u> to return to the main menu for other options.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:
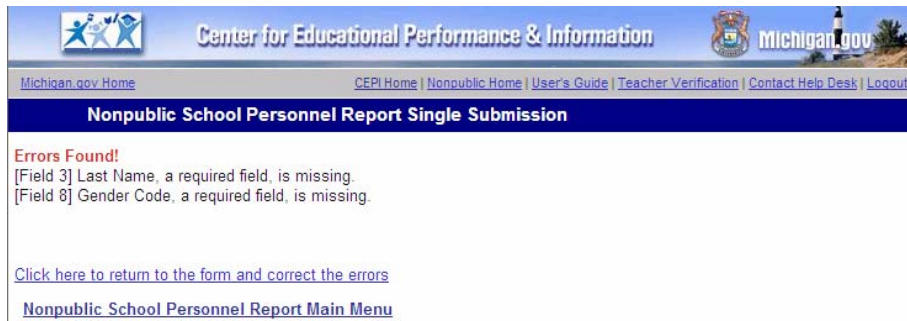
To make the necessary edits on the record, click on <u>Click here to return to the form and correct the errors.</u> You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on **"Submit NPSPR Data for this Employee"** again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

When the record is saved as a valid record, you may use <u>Click here to add a new record</u> to return to a new entry screen, click on <u>Click here to View your Personnel Submitted</u>, or click on <u>Nonpublic Personnel Main Menu</u> to return to the main menu for other options.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:

After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window -- Information regarding Personnel Update Instructions

Nonpublic School Personnel Report Submitted

Lansing Catholic Central High School

Icon Legend

✔ Personnel record updated for the submission cycle.

✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✔) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submit
School Personnel Report. During each submission cycle of the report, you
must update each record as well as enter any new personnel employed by

To learn how to update a personnel record, read the instructions.

Update Selected Personnel

Print Page

Click here to open the instructions window.

Information regarding verification of a record

CEPI - REP Help & Support - Microsoft Inte...

There are two methods for updating staff member's records. The first method updates one record at a time. To update a record, click on the PIC number button under the PIC column to the left of the staff member's name. The staff member's complete personnel record will appear. Update any necessary data for the staff member's record and click on 'Submit NPSPR for this Employee' to submit the record.

The second method updates multiple records. To update multiple records at one time, click in the checkbox to the left of the staff member's name. After selecting the appropriate records, click the 'Update Selected Personnel' button that appears at the top of the employees' list to submit the records.

After completing one of these methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✔) next to each record that has been successfully updated.

Click here to close this window

Click here to close the window.

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the Main Menu application.

The total number of records submitted will appear at the top of the report.

Click here to print a copy of the Personnel Submitted Report.

Deleting a Record

Records may only be deleted from the Nonpublic School Personnel Report database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number followed by the employee's PIC number and name. Include a school contact name and phone number.
4. A Help Ticket will be created for you, and the employee(s) will be removed from your school by CEPI.
5. *Note*: **If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

If you request to delete a record in error, you will be required to resubmit that record.

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

1) Download NPSPR Data File
2) Employee Listing by School.

Reports – Click on the report you wish to access.

Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code.
The following information screen will appear when you click on "Employee Listing by School":

The File Download will appear when you click on Download Employee Listing.

The data file will appear as follows:

The file may be formatted in an Excel spreadsheet for your records.

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable XML file of the data submitted for the current submission cycle.

Reports

To view a report or download personnel data, select from the following options:

- Download NPSPR Data File
- Employee Listing by School/Facility

Click here.

CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all data submission.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
  <PersonnelRecord>
        <PIC>
        <DateOfCount />                - Date (mm/dd/yyyy)
        <Isd />                        - Text (NN)
        <School/>                      - Text (NNNNN)
        <LastName />                   - Text
        <FirstName />                  - Text
        <MiddleName />                 - Text
        <SocialSecurityNumber />       - Text (NNNNNNNNN)
        <DateOfBirth />                - Date (mm/dd/yyyy)
        <GenderCode />                 - Text (A)
        <RacialEthnic>
                <RacialEthnicCode1 />  - Boolean (0 or 1)
                <RacialEthnicCode2 />  - Boolean (0 or 1)
                <RacialEthnicCode3 />  - Boolean (0 or 1)
                <RacialEthnicCode4 />  - Boolean (0 or 1)
                <RacialEthnicCode5 />  - Boolean (0 or 1)
                <RacialEthnicCode6 />  - Boolean (0 or 1)
        </RacialEthnic>
        <DateOfTermination>            - Date (mm/dd/yyyy)
  </PersonnelRecord>
<PersonnelRecord>
```

Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import…"
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear.
7. Click "OK".

You should get a message box that says "Finished importing document…" Click "OK" and your Access XP database will be set up and contain your school's data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the Nonpublic School Personnel Report Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open…" option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type:". Scroll down through that list and select the "XML Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.